



Dryden Flight Research Center
Edwards, California 93523-0273

DCP-P-019
Revision: Baseline

Dryden Centerwide Procedure

CODE P

SCHEDULING OF TECH BRIEFS AND MINI TECH BRIEFS

Electronically Approved by:
Associate Director

CHECK THE MASTER LIST at
<http://xnet.dfrc.nasa.gov/iso9000/>
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE
PRINTED DOCUMENTS ARE FOR REFERENCE ONLY

DOCUMENT HISTORY PAGE

This page is for informational purposes and does not need to be retained with the document.

DATE APPROVED	ISSUE	PAGE	AMENDMENT DETAILS
See IDMS Document Master List	Baseline		

1. SCOPE

- 1.1 This procedure covers the scheduling of Tech Briefings and stand alone Mini Tech Briefs, through their identification, reporting, timeline, and rescheduling.

2. PURPOSE

- 2.1 Ensure that scheduling has taken place systematically so that the participants can obtain Tech Brief schedule information in a timely manner in order that they may arrange to attend.

3. BACKGROUND

- 3.1 Dryden Senior Management has decided that it is important to be consistent in the attendance of Tech Briefs. To facilitate that goal, Senior Management agreed to allocate set times during the week's schedule during which their attendance at Tech Briefs will take first priority.

4. APPLICABILITY

- 4.1 This instruction applies to all Tech Briefs (those for flights and ground operations) held at Dryden or under the responsibility of Dryden. It also applies to mini-Tech Briefs that are not held in conjunction with Crew Briefs.
- 4.2 Most of the time, Mini Tech Briefs are scheduled to be 30 minutes just prior to a Crew Brief. When this is the case, the timing restriction (2:00-4:00 Mondays and 8:00-10:00 on Thursdays) does not apply. However, if a Mini Tech Brief stands alone (for example, the Crew Brief is scheduled for the morning of the flight, and the Mini Tech Brief needs to take place prior to the Crew Brief) the timing restrictions do apply.
- 4.3 Notification requirements (below) apply to both Tech Briefs and Mini Tech Briefs.

5. ROLES AND RESPONSIBILITIES

5.1 Project / Mission Manager

Has overall responsibility for the Tech Brief, including timing, scheduling, agenda, conduct, and non-mandatory participants.

5.2 Directorate Directors

They or their designated representatives attend the Tech Brief and provide their concurrence by signing the Flight Request Form ([DFRC 129](#)). These signatures show approval of the flight(s) as briefed at the Tech and Mini-Tech Briefings.

The focus here is on technical expertise to ensure safe flight. Resources have already been committed.

5.3 MIO Lead

Has authority over priority among projects for scheduling the briefing. Arbitrates conflicts when multiple projects require Tech Briefs during the same week. Recommends alternative solutions to the Center Director.

5.4 Chief Engineer – Senior individual at DFRC who is a representative of the Center Director.

6. INSTRUCTIONS

Phone Contacts

These individuals need to be called to make sure the date and time is acceptable.

Flight Operations (O)	Flight Scheduling Officer	3213
Chief Engineer's Office (X)	Secretary	2380

Timing

The hours from 2:00-4:00 p.m. on Monday, and from 8:00 -10:00 a.m. on Thursday are set aside for Tech Briefs, and stand-alone mini-Tech Briefs. Exceptions to schedule must be approved by the Center Director's Office.

Conference Room

Conference Room Scheduling (ext 6111) will be notified to reserve Conference Room 1 (room 2219). This conference room gives priority status to Tech Briefs. Conference room will be released if there are no briefings scheduled by 10:00 a.m. on Mondays for Monday allocation, and by 4:00 p.m. on Wednesday for Thursday allocation. Airborne Science Tech Briefs may be conducted in B1623. Notification will be scheduled through Meeting Maker.

Notification

Meeting Maker will be used to notify participants, the following list of invitees applies to all Tech Briefs and Mini Tech Briefs held at Dryden.

Office of the Center Director
Center Director, Deputy Director, and Secretary

Chief Engineer and Secretary

Center Calendar (Tech Briefs and Mini Tech Briefs)

CHECK THE MASTER LIST at
<http://xnet.dfrc.nasa.gov/iso9000/>
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE
PRINTED DOCUMENTS ARE FOR REFERENCE ONLY

Aerospace Projects Directorate
Director, Deputy Director, and Directorate Secretary
Flight Research R&T Base Program Manager
Deputy Director for Space
Deputy Director for Aeronautics
Associate for Aeronautics
Code P Planning Calendar

Flight Operations Directorate
Director, Deputy Director, and Directorate Secretary
Pilots Calendar

Research Engineering Directorate
Director, Deputy Director, and Directorate Secretary
Code R Calendar

Office of Safety and Mission Assurance
Chief, Deputy Chief, and Secretary

Research Facilities Directorate
Director, Deputy Director, and Directorate Secretary

Airborne Science Directorate
Director, Deputy Director, and Directorate Secretary

7. DEFINITIONS

Tech Brief – A review by various designated Senior Management personnel to assure readiness for a research / science flight (or block of flights).

Flight Request – Form (DFRC 129) used at DFRC to formally indicate approval to conduct a research / science flight (or block of flights).

Mini Tech Brief – A short (limited to 30 minutes in length) review to approve readiness for a flight, that addresses only one or two issues (close-out of a problem, resolution, or experimental data). Attendees are the same as those for a standard Tech Brief.

8. REFERENCES

DCP-P-009 Research Project Flight Request
DCP-X-008 Tech Brief (T/B) and Mini-Tech Brief (Mini-T/B)
DCP-X-009 Airworthiness and Flight Safety Review Board
DHB-X-001 Airworthiness and Flight Safety Review, Flight Readiness Review, Tech Brief and Mini-Tech Guidelines

CHECK THE MASTER LIST at
<http://xnet.dfrc.nasa.gov/iso9000/>

VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE
PRINTED DOCUMENTS ARE FOR REFERENCE ONLY